



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755  
323.890.7001 • TTY: 323.838.7449 • [www.lacdc.org](http://www.lacdc.org)



**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Carlos Jackson**  
*Executive Director*

July 15, 2008

Honorable Board of Commissioners  
Housing Authority of the  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Commissioners:

**ADOPT A RESOLUTION ACCEPTING THE TRANSFER OF HOUSING CHOICE  
VOUCHERS FROM THE HOUSING AUTHORITY OF THE CITY OF THE LOMITA TO  
THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES  
(ALL DISTRICTS) (3 Vote)**

**SUBJECT:**

This letter recommends approval of the transfer of Section 8 Housing Choice Vouchers and the Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development (HUD) from the Housing Authority of the City of Lomita (Lomita) to the Housing Authority of the County of Los Angeles (HACoLA).

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the transfer of Section 8 Housing Choice Vouchers is not subject to the provisions of the California Environment Quality Act (CEQA), as described herein, because the activity is not defined as a project under CEQA.
2. Approve the transfer of Section 8 Housing Choice Vouchers budget authority and corresponding baseline units from the Lomita ACC to the HACoLA Consolidated Annual Contributions Contract (CACC).
3. Adopt and instruct the Chair to sign the attached Resolution accepting the transfer of Section 8 Housing Choice Vouchers and setting the date upon

which the transfer will occur; and authorize the Executive Director to submit the Resolution and all related documents to HUD.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to the transfer Lomita's Section 8 Housing Choice Vouchers and Section 8 Annual Contributions Contract to HACoLA. This will provide HACoLA with 86 additional Section 8 Housing Choice Vouchers, which can be used anywhere within HACoLA's jurisdiction.

### **FISCAL IMPACT/FINANCING**

There is no fiscal impact on the County general fund. Upon approval of the voucher transfer, HACoLA will receive 86 additional vouchers, which will equate to approximately \$90,600 in administrative fees and \$389,000 in Housing Assistance Payments (HAP) annually for the Section 8 Tenant-Based Program.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On April 26, 1985, the Board authorized the execution of an Administration Agreement between the HACoLA and Lomita whereupon HACoLA has acted as an agent of Lomita for the Section 8 Housing Choice Voucher Program, providing direct tenant services, including applicant selection, housing inspections, and tenant certifications. HACoLA is responsible for the issuance of housing assistance payment checks to landlords, program reporting, monitoring, and technical assistance. HACoLA also prepares annual Agency and Administrative Plans on behalf of Lomita for submission to HUD.

The Administration Agreement provides HACoLA with full administrative and operating responsibilities, including the receipt and disbursement of all program funds due under the Lomita ACC. A joint bank account has been established between Lomita and HACoLA for the receipt and disbursement of all program funds, including the payment of any preliminary and administrative fees to HACoLA that are due under the ACC.

A review of Lomita's financial status and Section 8 Housing Choice Vouchers lease-up concluded that the budget pacing and projections for Fiscal Year 2007-2008 reflected a budget deficit for the Administrative Fee account. Lomita's current lease-up rate is 56.78%, and as of March 31, 2008, Lomita had a deficit of \$6,645 in its Administrative Fee reserve balance account. Available rental units in Lomita are limited because most units are owner occupied, making it difficult for HACoLA to lease required number of Section 8 vouchers.

Due to the difficulty of leasing units to Section 8 voucher holders and locating landlords to lease to Section 8 voucher holders, HACoLA has agreed to accept the transfer of Section 8 Housing Choice Vouchers program and corresponding budget authority from

Lomita. This transfer will provide HACoLA with 86 additional Section 8 housing choice vouchers that it can provide to Section 8 tenants within the jurisdiction of the County of Los Angeles.

Upon adoption of the attached Resolution by both HACoLA, HUD will consider a transfer of budget authority and corresponding baseline units for the Section 8 Housing Choice Vouchers Program from the Lomita ACC to the HACoLA CACC. The City of Lomita adopted a similar resolution on June 2, 2008.

### **ENVIRONMENTAL DOCUMENTATION**

This activity is exempt from the provisions of the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3), because it involves administrative activity that will not have a physical impact on or result in any physical changes to the environment. The activity is also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

### **IMPACT ON CURRENT PROGRAM**

Approval of this action will allow HACoLA receive 86 additional vouchers, which will equate to approximately \$90,600 in administrative fees and \$389,000 in Housing Assistance Payments (HAP) annually for the Section 8 Tenant-Based Program. After the transfer is complete, HACoLA staff will no longer have to prepare separate Agency and Administrative Plans for Lomita, reducing the total workload associated with administering these vouchers.

HUD will complete the transfer of all Family Reports (form HUD-50058) so that all affected families will be recorded under HACoLA.

Starting with the effective date of the transfer, November 1, 2008, HACoLA will begin including the transferred units for the applicable month in its next Voucher Management System submission. Conversely, Lomita will stop including any divested units starting with the effective month of the transfer.

Respectfully submitted,

  
for CARLOS JACKSON  
Executive Director

Attachments: 1

RESOLUTION ACCEPTING THE VOLUNTARY TRANSFER OF THE BUDGET  
AUTHORITY AND THE BASELINE UNITS OF THE HOUSING CHOICE VOUCHER  
PROGRAM OVER FROM THE CITY OF LOMITA HOUSING AUTHORITY

WHEREAS, as a Public Housing Agency, the City of Lomita Housing Authority receives an allocation of Housing Choice Vouchers offered through the United States Department of Housing and Urban Development;

WHEREAS, the City of Lomita Housing Authority requested the Housing Authority of the County of Los Angeles operate all Section 8 housing choice voucher programs (the "Program") on behalf of the City of Lomita Housing Authority ("Lomita") in conjunction with its existing programs;

WHEREAS, Lomita and the Housing Authority of the County of Los Angeles ("Housing Authority") opened a joint depository account for the receipt and disbursement of all program funds, including the payment of any preliminary and administrative fees to the Housing Authority that are due under the Annual Contributions Contract;

WHEREAS, the Housing Authority is no longer able to administer the Program in accordance with the contractual rate of Administrative Fee compensation, which is an amount compensated through a formula devised by the United States Department of Housing and Urban Development ("HUD");

WHEREAS, HUD has issued policies (Notice PIH 2007-6 and PIH 2008-19), which outline a process for Public Housing Agencies to voluntarily transfer the budget authority and corresponding baseline units of the Program; and

WHEREAS, on June 2, 2008, Lomita approved and adopted the voluntary transfer of the budget authority and the baseline units of the Program over to the Housing Authority.

NOW, THEREFORE, the Board of Commissioners of the Housing Authority of the County of Los Angeles, hereby resolves as follows:

1. The Housing Authority hereby approves and adopts the transfer of the budget authority and the baseline units of the Program from the Lomita, contingent upon approval of the transfer from the HUD.
2. The Housing Authority shall submit a letter to HUD, as per Notice PIH 2007-6 and PIH 2008-19, requesting that the transfer be approved by HUD.
3. As per Notice PIH 2007-6 and PIH 2008-19, the effective date must be a minimum of 90 days after the submittal of the letter and the resolution, and will take place on the 1<sup>st</sup> of November, 2008.

APPROVED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles on this 15<sup>th</sup> day of July, 2008.

ATTEST:

SACHI A. HAMAI  
Executive Officer-Clerk of  
the Board of Commissioners



By: *[Signature]*

Deputy

By: *[Signature]*

Chair, Board of Commissioners

APPROVED AS TO FORM:  
RAYMOND G. FORTNER, JR.  
County Counsel

By: *[Signature]*

Deputy